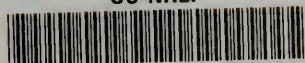


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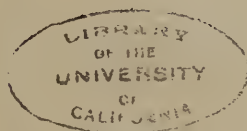
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# The University of Chicago

FOUNDED BY JOHN D. ROCKEFELLER

## HANDBOOK OF THE LIBRARIES OF THE UNIVERSITY

SECOND EDITION  
REVISED AND ENLARGED



PUBLISHED BY THE UNIVERSITY

1913

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HARPER MEMORIAL LIBRARY FROM THE SOUTH





## PART I

### GENERAL INFORMATION

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#### I. INTRODUCTION

The aim of this Handbook is to give to the Faculty, students, and other users of the Libraries of the University of Chicago a general description of the Harper Memorial Library, an outline of the resources, catalogues, and systems of classification of the Libraries, a guide to the location of classes of books and special collections, and information in regard to the rules and regulations which govern the administration of the Libraries and the use and circulation of books. While it is hoped that it will prove helpful to the users of the Libraries, the fact needs to be emphasized that no catalogues or reference books can take the place of the assistance which officials thoroughly familiar with the Libraries and their collections can occasionally render. All persons who have occasion to consult the Libraries are therefore cordially invited to call on the Library officials for assistance.

The following especially should be called upon in this connection:

- 1) The Associate Director, room M.25.
- 2) The Head of the Readers' Department and his assistants in the General Reading-Room and at the delivery desk in room W.31.
- 3) The Head Cataloguer and her assistants in room M.21, especially for reference books in the Cataloguing Department, for information in regard to catalogues, both printed and on cards.
- 4) The Head of the Acquisition Department, room W.21, and her assistants, for questions in regard to order catalogues, trade bibliographies, sale and auction catalogues.
- 5) The classifiers in room M.22 and M.25, for explanation of the classification and shelf-list (the classed catalogue), also for the location of certain books and pamphlets not recorded in the catalogues in W.31.
- 6) The Head of the Department of Binding, Exchanges, and Gifts in room M.24.
- 7) The various librarians and assistants in charge of the Departmental libraries.

#### II. ORGANIZATION OF THE LIBRARIES

The Libraries of the University of Chicago include the General Library, the Departmental libraries, and the House libraries.

The General Library is a reference and circulating library for all members of the University. Its reading-room is open also to members of other educational institutions and to residents of Chicago engaged in serious study.

The Departmental libraries are reference and research libraries designed especially for the use of the members of the Faculties and students doing advanced work.

A House library is intended for the use of the residents of a particular residence hall of the University.

The administrative work of the Libraries is organized in three departments.

The Acquisition Department has charge of the acquisition of books and other publications for all the libraries of the University, whether by purchase, exchange, or gift, and of the binding and rebinding of books.

The Cataloguing Department catalogues and classifies the books and other publications possessed by the Libraries.

The Readers' Department has the oversight of all the reading-rooms and of the circulation of books.

### III. OFFICERS OF THE LIBRARIES<sup>1</sup>

HARRY PRATT JUDSON, President of the University.

ERNEST DEWITT BURTON, Director of the University Libraries.

JAMES CHRISTIAN MEINICH HANSON, Associate Director of the University Libraries.

CLARENCE ALMON TORREY, PH.B., Head of the Gift, Exchange, and Binding Division, Acquisition Department.

JOSEPHINE CHESTER ROBERTSON, A.B., Head Cataloguer.

CORA BELLE PERRINE, A.B., Head of the Purchase Division, Acquisition Department.

EARL NORTHUP MANCHESTER, A.B., Head of the Readers' Department.

STORRS BARROWS BARRETT, A.B., Librarian of the Yerkes Observatory Library.

IRENE WARREN, PH.B., Librarian of the School of Education Library.

FREDERICK WILLIAM SCHENK, Librarian of the Law School Library.

EMMA LOUISE DICKINSON, Assistant Librarian in the Biological Group Library.

CORA MARGARET GETTYS, A.B., Assistant Librarian in the General Library.

WALTER LEROY RUNYAN, A.M., D.B., Assistant Librarian in the Divinity School Library.

CLARA LOUISE LITTLE, Assistant Librarian in the Classical Library.

WINIFRED KIMBALL WINNE, PH.B., Assistant Librarian in the Geology and Geography Library.

### IV. HISTORICAL STATEMENT

In accordance with a plan outlined by President William R. Harper in a Bulletin issued before the University opened its doors in 1892, in addition to the General Library a Departmental library was created for each department of instruction and located in close juxtaposition with the classrooms of the department. Experience having demonstrated the advantage of grouping closely related libraries, steps were taken in 1898 with a view to further grouping, and in the following year several new groups were formed.

At present there exist Departmental libraries for the following schools, groups, and departments: The Divinity School, the School of Education, the Law School, the Historical Group, the Classical Group, the Modern Language Group, the Biological Group, the Geological and Geographical Group, and the

<sup>1</sup> For full list of the Staff see p. 51.



## THE LIBRARIES

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departments of Philosophy, Psychology, Mathematics, Astronomy, Physics, Chemistry, Public Speaking.

There is but one fully organized House Library, that belonging to Charles Hitchcock Hall. Maintained until 1910 under the house administration, the library was in that year, at the request of Mrs. Hitchcock, the donor of the building and the library, put in charge of the general administration of the Libraries.

From 1892 to 1902 the General Library of the University was housed in a temporary one-story building, which also gave accommodation to the University Press and the Gymnasium. This building stood where Hutchinson Court is now located. In 1902, on the completion of the University Press Building on the corner of 58th Street and Ellis Avenue, the Library accompanied the Press to the new location. Here also it remained ten years.

The first active steps toward the erection of a permanent central library building for the University were taken in the same year in which the Library was located in the Press Building. On June 24, 1902, on recommendation of President Harper, the Board of Trustees appointed a Library Commission which included, besides the President himself, three members of the Board of Trustees and six members of the Faculties. The report of this Commission, presented and adopted by the Board of Trustees in August of the same year, recommended that the main library building be made the central member of a group of nine buildings which should include buildings for the Divinity School, the Law School, the Historical and Social Science Group, the Philosophy Group, the Classical Group, the Modern Language Group, and the Oriental Group; that each of these buildings contain a Departmental library for the departments housed in it; and that the buildings be so constructed that the reading-room of each Departmental library should be on approximately the same level with that of the central building and in easy communication with it by bridge or otherwise. The Commission also recommended that the central library building be erected in the center of the Midway frontage of the main quadrangle, flanked on the west by the buildings for Modern Languages and Classics, and on the east by those of the Historical and Social Science Group. The Haskell Oriental Museum had already been built. The Law Building was begun the following spring. The Divinity School was assigned space north of Haskell, and Philosophy and Psychology, north of the Law School.

Tentative plans for all the buildings of the Library Group as thus planned were drawn in connection with the preparation of the report of the Commission. Those of the Library itself were repeatedly restudied by the architects, Shepley, Rutan & Coolidge, in the next six years, and submitted for criticism not only to the Board of Trustees, but to many of the librarians of the country.

On the death of President Harper in January, 1906, there was a widespread feeling that there should be erected on the University Quadrangles some permanent and worthy memorial of the first President of the University, and it was soon decided that that memorial should take the form of a central library building erected in accordance with the plan which President Harper himself had taken part in shaping.

Mr. John D. Rockefeller promised to give three-fourths of whatever amount should be given for this purpose up to \$800,000. To meet this offer over

\$200,000 was subscribed and duly paid by over two thousand individual givers. These gifts and the interest accumulated before and during the process of building yielded somewhat more than a million dollars. Of this sum approximately \$800,000 was spent upon the building and its furniture, and \$200,000 set aside as an endowment fund for the physical maintenance of the building.

Ground was broken January 10, 1910, on the fourth anniversary of the death of President Harper. The cornerstone was laid June 14, 1910. The building was dedicated June 11, 1912, two years and five months from the breaking of ground. It was opened to the use of readers at the beginning of the Summer Quarter, Tuesday, June 18, 1912.

For full description of this building see Part III. II

The erection of the Hiram Kelly Classical Building will, it is hoped, be begun in the near future. It will constitute a part of the Library Group above described. In addition to classrooms and offices, it will contain reading-rooms and research studies for some 150 students, shelving for about 80,000 volumes for the Classical Group, and storage stacks for the General Library capable of holding 220,000 books.

## PART II

## THE HARPER MEMORIAL LIBRARY

## I. MAIN FEATURES

The main features both of the Harper Memorial Library and of the whole group of which it is the central building were laid down in the report of the Commission of 1902.

The main reading-room is on the third floor of the middle section of the Harper Library. Adjoining it in the West Tower is the Public Catalogue and General Delivery Room. From this floor bridges lead immediately to the Libraries in the Haskell Oriental Museum and the Law Building. Eventually there will also be immediate communication with the reading-rooms of the other buildings of the group, which still remain to be built.

The general administrative offices and working-rooms of the Libraries are on the second floor. Other offices and rooms for special collections are provided in the fourth, fifth, and sixth stories of the two towers.

The book stacks rest directly on the ground and are carried independently of the building. The first floor, with the exception of the East Tower stack, is temporarily given up to classrooms and a suite of offices for the President of the University. With the exception of the space reserved for corridors this floor will eventually be wholly occupied by stacks.

The Historical and Social Science Group, whose building is eventually to be built immediately east of the Central Library Building, is for the present given space for a Graduate reading-room and departmental offices in the third, fourth, fifth, and sixth floors of the East Tower. The Departmental libraries of Philosophy and Modern Languages are located in the West Tower until such time as more permanent quarters can be provided or the space is required for less specialized purposes. Seminar rooms are also provided for all these departments. The completion of the Library Group according to the plan indicated above will give all these departments space in buildings of their own, but in immediate connection with the General Library.

There are four entrances to the Harper Memorial Library: three from the north and one from the south. Access can also be had over the bridges that lead from the Haskell Oriental Museum and the Law Building. In each tower a passenger elevator and two stairways extend the whole height of the building. Electric book-lifts likewise run the whole height of both towers, from lower basement to sixth floor. Pneumatic tubes for the conveyance of book orders and charging cards connect various parts of the building. Speaking tubes and telephones facilitate viva voce communication.

The total number of rooms in the building is 81, besides 41 closets and minor rooms of various kinds. There is office space for about forty members of the

Library staff and twenty-five members of the Faculties, and seats for about five hundred and seventy readers. There will be space for about one million volumes when all the stacks are installed.

The demand for beauty has been met mainly in the towers, the highest point of whose turrets is 135 feet above the ground, in the stone carvings, both exterior and interior, and especially in the great reading-room. The subjects of the carvings have been carefully selected with a view to their appropriateness to the building. The coat-of-arms of the University of Chicago has been used in a number of places. In the main reading-room are the coats-of-arms of eight American and eight European and Asiatic universities.

The center court, bounded on the south by the Library Building, on the east by the Law School, and on the west by the Haskell Oriental Museum, is known as the Harper Court, and eventually, it is expected, there will stand in the center of it a bronze statue of President Harper.

## II. ARCHITECTURE

The Harper Memorial Library gives the University another illustration of English Gothic architecture of the collegiate type, inspired by the examples of King's College Chapel at Cambridge, and Magdalen College and Christ Church at Oxford. The Library is not copied from any particular building, but the features of its design have their origin in the motives of those ancient buildings and it is wrought in that style of architecture to meet present-day needs. It is believed that the result gives an atmosphere of dignity and charm to this important central building of the University.

## III. INSCRIPTIONS AND SYMBOLIC DESIGNS

In the stone carvings, both exterior and interior, in addition to the traditional designs characteristic of the Gothic architecture, much use has been made of the coats-of-arms of European, American, and Asiatic universities, and of the printers' marks of the most famous European printers. The following is a list of the universities and colleges, whose coats-of-arms or seals are carved on the building, and of the inscriptions, arranged according to location:

### I. ON THE SOUTH ELEVATION

Between the first- and second-story windows of the West Tower:

West side	Center	East side
Toronto	Williams	Dublin
McGill	Bowdoin	Edinburgh
	Amherst	
	Brown	

Over the third-story window of the West Tower, from left to right:

1. London	8. Berlin
2. Leyden	9. Salamanca
3. Göttingen	10. Leipzig
4. Upsala	11. Heidelberg
5. Aberdeen	12. Geneva
6. Brussels	13. Manchester
7. Paris	14. Vienna

Over the third-story window of the East Tower, seven Oxford shields and seven Cambridge shields as follows:

- |                      |                         |
|----------------------|-------------------------|
| 1. New College       | 8. Cambridge University |
| 2. Christ Church     | 9. Peterhouse           |
| 3. Balliol           | 10. Pembroke            |
| 4. Oriel             | 11. Kings               |
| 5. Magdalen          | 12. Trinity             |
| 6. Trinity           | 13. Emmanuel            |
| 7. Oxford University | 14. St. Johns           |

On the parapet over the central window of the Reading-Room:

The University of Chicago

## II. ON THE NORTH ELEVATION

Over the third-story windows:

- | West Tower       | East Tower      |
|------------------|-----------------|
| 1. Harvard       | 1. Wisconsin    |
| 2. Northwestern  | 2. Denison      |
| 3. Indiana       | 3. Cornell      |
| 4. Johns Hopkins | 4. Columbia     |
| 5. Minnesota     | 5. Pennsylvania |
| 6. Michigan      | 6. Vassar       |
| 7. Princeton     | 7. California   |

Over the second-story windows above the main entrance to the West Tower:

- |             |                           |
|-------------|---------------------------|
| 1. Yale     | 3. Illinois               |
| 2. Virginia | 4. Leland Stanford Junior |

Over the main entrance of the West Tower are the coats-of-arms of:

1. The University of Chicago
2. The United States of America

On the parapet over the Reading-Room are the coats-of-arms of:

The United States of America	
Annapolis	West Point

Over the central north entrance is the following inscription:

In Memory of  
WILLIAM RAINEY HARPER  
First President of the  
University of Chicago

On the parapet over the center of the Reading-Room, north elevation, are the words:

Science, Art, Literature



## III. IN THE ENTRANCE HALLS

On the south wall of the entrance to the West Tower the following inscription will appear on a brass tablet:

TO HONOR THE MEMORY OF  
WILLIAM RAINEY HARPER  
FIRST PRESIDENT OF THE UNIVERSITY OF CHICAGO  
Born 1856                      Died 1906  
This Building was erected  
By gifts of the Founder of the University  
Members of the Board of Trustees and Faculties  
Alumni Students and other Friends  
A.D. 1912

In the entrance hall of the West Tower printers' marks are carved on the stone corbels supporting the oak beams of the ceiling. On the south side, they run from east to west, as follows:

1. The device of *Johann Froben*, Basle, the last years of the fifteenth century and the first quarter of the sixteenth. (Two hands holding upright a caduceus, on which is perched a bird. The two serpents are crowned.) *Froben*.

2. Device introduced by *Christopher Plantin* about the middle of the sixteenth century. (A pair of compasses directed by a hand.) The best known of several devices used by the famous Plantins of Antwerp, printers and publishers. *Labore et Constantia*.

3. Device of *Gerardus Wolsschatius*, Antwerp, first quarter of the seventeenth century. (An anchor held by two hands reaching from the clouds. The Greek letters Alpha and Omega—the beginning and the end—and Chi Rho, the first letters of the name of the Savior.) *Concordia*.

4. Device of *Marcus Amadorus*, Venice, 1569. (A stork.) *Vigilant nec Fatiscit*.

On the north side the same series is repeated in the same order from west to east.

On the stairway in the West Hall, half-way up the first flight, appears the coat-of-arms of:

The University of Chicago

## IV. IN THE MAIN READING-ROOM ON THE THIRD FLOOR

On the screen at the west end are the coats-of-arms of the following universities of the Western Hemisphere:

Harvard  
Yale  
Johns Hopkins  
Columbia

Michigan  
Wisconsin  
California  
Chicago



Above the screen, on the wall of the gallery, is the following inscription, carved in the stone:

"Read not to contradict, nor to believe, but to weigh and consider."

On the screen at the east end are the coats-of-arms of the following universities of the Eastern Hemisphere:

Oxford  
Cambridge  
Paris  
Berlin

St. Petersburg  
Bologna  
Tokyo  
Calcutta

Above the screen, on the wall of the gallery, is the following inscription:

"Whatsoever things were written aforetime were written for our learning."

On the corbels supporting the ceiling arches are printers' marks arranged on the north side from west to east, and on the south side from east to west in the following order:

1. One of the devices used by the *Elzevirs* of Amsterdam. First used by Isaac Elzevir in 1620. (An elm tree over which a vine is growing; under it a hermit.) *Non Solus*.

2. Device of *William Caxton*, the first English printer, 1476-91.

3. Device of *Johannes Columbius*, Deventer, middle of seventeenth century. (An open book displayed on the breast of the Phoenix, and inscribed with the Greek letters Alpha and Omega.) *Renovabitur*.

4. Device of *Henning Grosse*, Leipzig, about the beginning of the seventeenth century. (Hercules with lion skin and club.) *Sic Itur ad Astra*.

5. Device of *Guillaume Rouille*, Lyons, 1545 to about 1590. (An eagle arising on a globe, two serpents.) *In Virtute et Fortuna*.

6. Device used by *Thomas Vantrollier*, London and Edinburgh, about 1565-1605; also by *John Norton*, London, beginning of seventeenth century. (An anchor held by a hand reaching from the clouds.) *Anchora Spei*.

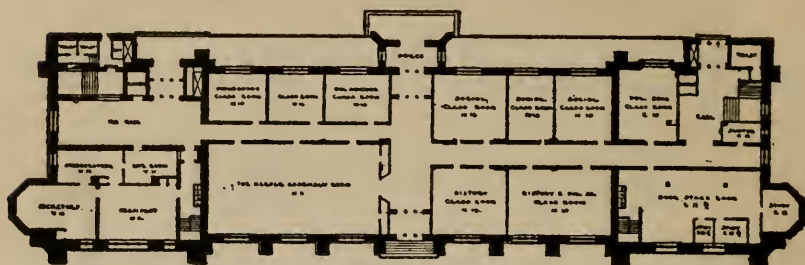
7. Device by *Theodosius Rihelius*, Strasburg, third quarter of sixteenth century. (A winged woman.)

8. Device introduced by *Aldus Manutius*, in 1502, founder of the great Venetian house of Aldus, which published books from about 1495 to the opening of the seventeenth century.

In the ceiling itself the coat-of-arms of the University of Chicago, and the monogram HML (Harper Memorial Library) are repeated.

## IV. FLOOR PLANS AND LISTS OF ROOMS

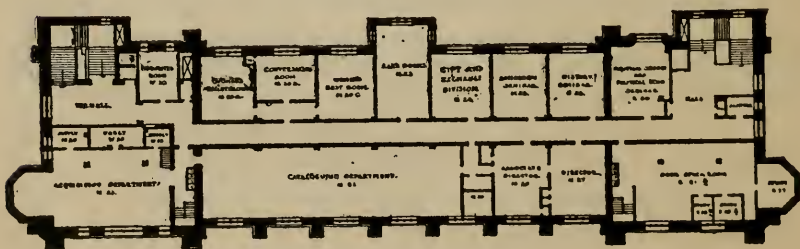
## FIRST FLOOR



W. signifies West Tower; M., Middle Section; E., East Tower.

- W. 11, 13, 15, 17. Offices of the President of the University and his Secretaries.  
 M. 10, 12, 14. Seminar Rooms of the Modern Language Group, and classrooms of the Departments of Philosophy and Political Science.  
 M. 11. Harper Assembly Room.  
 M. 13, 15, 16, 18, 19, E. 10. Classrooms of the Departments of History, Political Economy, Political Science, and Sociology.  
 E. 11. Stack Room, containing also small study rooms for members of the Faculties.  
 E. 17. Study Room, reserved for members of the Faculties and visiting scholars.

## SECOND FLOOR



- W. 20. Cataloguing Department, Typewriting Room.  
 W. 21. Acquisition Department, Purchase Division.  
 M. 20, a, b, c. Women's Rest and Conversation Rooms.  
 M. 21. Cataloguing Department.  
 M. 22. Rare Book Room; Classification Room.  
 M. 23. Stenographers' Room.  
 M. 24. Acquisition Department, Gift and Exchange Division.  
 M. 25. Office of the Associate Director of the Libraries.  
 M. 26. Office and Seminar Room of the Department of Sociology.  
 M. 27. Office of the Director of the Libraries.  
 M. 28. Faculty Room; Seminar Room of the Departments of Political Economy and Political Science.  
 E. 20. Seminar Room of the Department of History.  
 E. 21. Book Stack; containing also small study rooms for members of the Faculty.  
 E. 27. Study Room reserved for visiting scholars.

## THIRD FLOOR



## MEZZANINE FLOOR

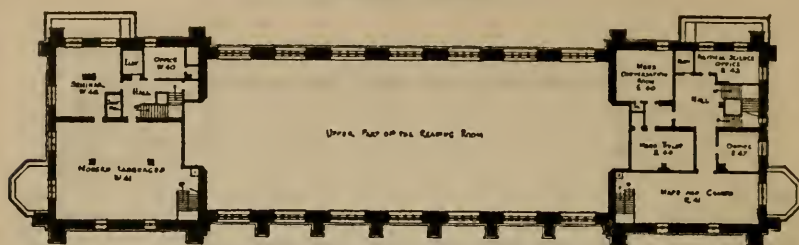


- W. 30. Cloak Room.
- W. 31. Public Catalogue and Delivery Room.
- W. 32. Men's Conversation Room.
- W. 34. Men's Toilet Room.
- M. 30. The Main Reading-Room.
- E. 30. Manuscript Room.
- E. 31. Reading-Room for Graduate students in the Historical Group.
- E. 32. Historical Museum.
- E. 33. Gallery: Annex to Reading-Room for Graduate students in the Historical Group.

The Periodical Room and the Law School Library are reached by a passageway and bridge from the east end of the main Reading-Room.

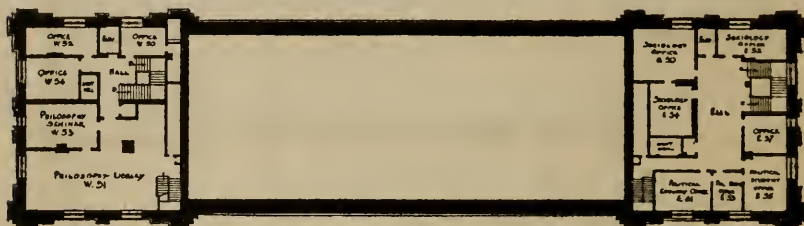
The Divinity School Library is reached by a similar passageway and bridge from the Public Catalogue Room in the West Tower.

## FOURTH FLOOR



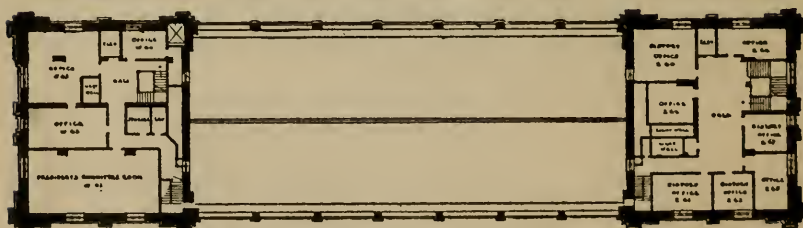
- W. 40. Office of attendants.  
 W. 41. Reading-Room for Graduate students in the Modern Language Group.  
 W. 42. Emil G. Hirsch-Bernays Collection.  
 E. 40. Men's Conversation Room.  
 E. 41. Maps and Statistics.  
 E. 42 and 47. Offices of the Department of Political Science.  
 E. 44. Men's Toilet Room.

## FIFTH FLOOR



- W. 50, 52, 54. Offices of the Department of Philosophy.  
 W. 51. Reading-Room for Graduate students in Philosophy.  
 W. 53. Seminar Room of the Department of Philosophy.  
 E. 50, 52, 54. Offices of the Department of Sociology.  
 E. 51, 53, 55, 57. Offices of the Department of Political Economy.

## SIXTH FLOOR



- W. 60. Office of the University Historian.  
 W. 61. President's Committee Room.  
 W. 62. Ebenezer S. Lane Collection.  
 W. 63. Reserved.  
 E. 60, 61, 62, 63, 67. Offices of the Department of History.  
 E. 64. Storeroom.  
 E. 65. Office of the Department of Sociology.

## V. CAPACITY

The present capacity of the various portions of the Harper Memorial Library, in respect to books and readers, is approximately as follows:

	Books	Readers
<i>Basement—</i>		
West Tower.....	50,000	...
Middle Section.....	125,000	...
East Tower.....	69,200	...
<i>First Floor—</i>		
East Tower Stack.....	32,000	...
<i>Second Floor—</i>		
Cataloguing and Acquisition Rooms.....	5,000	...
Rare Book Room.....	3,000	...
Seminar Rooms.....	.....	36
East Tower Stack.....	32,000	...
<i>Third Floor—</i>		
Main Reading-Room.....	14,000	364
History Reading-Room.....	10,000	48
Manuscript Room.....	2,700	6
<i>Fourth Floor—</i>		
Modern Language Reading-Rooms.....	10,000	48
Maps and Statistics.....	1,000	12
Offices in East Tower.....	900	...
<i>Fifth Floor—</i>		
Philosophy Library.....	9,000	28
Philosophy Offices.....	1,500	...
Offices in East Tower.....	2,700	...
<i>Sixth Floor—</i>		
Rooms W. 62, 63.....	9,000	30
Offices in East Tower.....	2,700	...
Total in Harper Memorial Library.....	377,500	572

When the stacks already contracted for are installed in the middle section of the basement, the book capacity will be increased to 575,000 volumes. By installing additional stacks in the space temporarily devoted to classrooms and offices, this capacity may be increased to about one million volumes.



## PART III

INFORMATION FOR READERS CONCERNING THE USE OF  
BOOKS, CLASSIFICATION SYSTEMS, AND  
CATALOGUES

---

## I. DIRECTORY OF LIBRARIES AND LIBRARY HOURS

## A. LIBRARIES IN HARPER MEMORIAL LIBRARY BUILDING

The Harper Memorial Library provides accommodation for the General Library, with the exception of the Periodical Room (located at the south end of the Law School Library and immediately accessible from the General Library Reading-Room by the East bridge), and for the Departmental libraries of the Historical Group, the Modern Language Group, and the Department of Philosophy.

The following statement shows the location of the reading-rooms of these libraries and the hours at which they are open:

GENERAL LIBRARY—W.31 and M.30.

8:00 A.M.—10:00 P.M., Monday–Saturday. 2:00–6:00 P.M., Sunday (after October 1, 1913).

HISTORICAL GROUP—E.31.

8:00 A.M.—10:00 P.M., Monday–Saturday.

MODERN LANGUAGE GROUP—W.41 and W.42.

8:00 A.M.—6:00 P.M., 7:00–10:00 P.M., Monday–Saturday.

PHILOSOPHY—W.51 and W.53.

8:00 A.M.—6:00 P.M., 7:00–10:00 P.M., Monday–Saturday.

## B. DEPARTMENTAL LIBRARIES NOT IN HARPER MEMORIAL LIBRARY

The following statement shows the location of the libraries outside of the Harper Memorial Library and the hours at which they are open:

ASTRONOMY—Yerkes Observatory, Williams Bay, Wis. (See also under Mathematics.)

BIOLOGY—Zoölogy Building, 1st floor, Rooms 12–13.

8:30 A.M.—10:00 P.M., Monday–Friday; 8:30 A.M.—5:00 P.M., Saturday.

CHEMISTRY—Kent Chemical Laboratory, 2d floor, Room 35.

8:00–9:15 A.M., 4:00–5:15 P.M., Monday–Friday; 8:00 A.M.—1:00 P.M., Saturday.

CLASSICS—Cobb Hall, 2d Floor, North End.

8:00 A.M.—6:00 P.M., 7:00–10:00 P.M., Monday–Saturday.

DIVINITY SCHOOL—Haskell Oriental Museum, 3d floor.

8:00 A.M.—10:00 P.M., Monday–Saturday.



GEOLOGY AND GEOGRAPHY—Walker Museum, 2d floor.

8:00 A.M.—5:30 P.M., 7:00–10:00 P.M., Monday–Saturday.

HITCHCOCK HOUSE LIBRARY.

8:00 A.M.—10:00 P.M., daily.

LAW SCHOOL—Law Building, 3d floor.

8:00 A.M.—10:00 P.M., Monday–Saturday.

MATHEMATICS AND ASTRONOMY—Ryerson Physical Laboratory, 4th floor.

8:30 A.M.—6:00 P.M., Monday–Saturday.

PERIODICAL ROOM—Law Building, 3d floor.

8:00 A.M.—10:00 P.M., Monday–Saturday.

PHYSICS—Ryerson Physical Laboratory, Room 27.

8:30 A.M.—6:00 P.M., Monday–Saturday.

PSYCHOLOGY—Psychological Laboratory, 5728 Ellis Avenue.

8:15 A.M.—6:00 P.M., Monday–Friday; 8:00 A.M.—12:00 M., Saturday.

7:30–10:00 P.M., Monday–Thursday.

SCHOOL OF EDUCATION—Emmons Blaine Hall, 2d floor.

8:00 A.M.—10:00 P.M., Monday–Friday; 8:00 A.M.—4:00 P.M., Saturday.

NOTE.—In the Summer Quarter the Libraries open fifteen minutes earlier than the hours shown in this schedule.

## II. INSTRUCTIONS TO READERS: HOW TO GET BOOKS

### A. HOW TO OBTAIN A BOOK FROM THE STACK FOR USE IN THE READING-ROOM IN HARPER MEMORIAL LIBRARY

1. Look for the book in the catalogue and fill out a white call slip *legibly, correctly, and completely*, being careful to observe the following points:

a) The call number is found in the left-hand corner of the catalogue card. *Copy all of the call number just as it stands, including the symbols written beneath it.*

b) Write the name of the *author* (not editor or translator) in the space provided for it on the call slip and enough of the title to identify the book.

c) Do *not* write in the space for the accession number. This will be supplied by the attendant when the book is obtained.

d) *Always* write your name and your address on the call slip.

e) If the work is in more than one volume, indicate the volume you desire.

f) If you wish a particular edition of a work, specify the edition desired.

2. Note also the following suggestions:

a) If the catalogue calls for two or three copies of a book wanted, put all the call numbers on your slip with the note "either copy" or "one copy." For example, Dickens' *Tale of Two Cities* can be found under the following numbers:

(1) PZ

3

D 548 T

(2) 823.8

D 55 e

(3) E 90

D 55

(4) Traveling

Library

In such cases give all call numbers, so that if some copies are out, or on reservation, or in use, it will not be necessary to return the slips for additional numbers.

b) Take care to copy call numbers *legibly* and *correctly*. Note the following cases where lack of care will cause *delay* and *difficulty*:

F 195.7 Ge 5m	is not the same as	F 1957. Ge 5m
HG 501 S 95	carelessly written becomes	AG 501 S 95
PZ 3 R 526 S	carelessly written becomes	P 23 R 526 S
PQ91 B 2 (R)	carelessly written becomes	P 291 B 2 (R)

c) When the work you want is a particular volume of a set, give the title and call number of the set and specify the volume wanted. For example:

808.8 B 47	Goethe's <i>Egmont</i> should read	808.8 B 47	<i>Bibliothek der Gesamt-Litteratur</i> , vol. 48.
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d) Certain symbols underneath the call numbers indicate the location of the books in Libraries outside of Harper Memorial Library:

F 545 S 73 (Ed)	is in the Library of the School of Education
Q 171 H 52 (B)	is in the Biological Library

(For other examples see explanation on card over catalogue.)

e) Other symbols indicate the location of books in Harper Memorial Library:

D 20 H 51 (RR)	is in the Reading-Room;	G 13 H 39 (Mod Lang)	is in W. 41 or 42 (Modern Language Reading-Room)
Z 240 P 94 (Cat)	is in the Cataloguing Department in M. 21		

f) It is well to remain in the Delivery Room until the attendant has seen your call slip, in case it is necessary to return the slip to you for additions or corrections.

g) When an attendant reports a book as "in use" the book is being used in the Library. You can probably get it later in the day. When the book is reported "out," it has been drawn from the Library and may be recalled in most cases if the need is urgent.

3. Place the call slip, properly filled out, in the basket on the Delivery Counter in W. 31, or hand the slip to an attendant, who will send for the book.

4. Note the following exceptions:

a) If the book is shelved in the East Tower your call slip will be sent across by carrier and you will be asked to call for your book at the Delivery Desk in E.31.

b) If the book is shelved in the Reading-Room or in a Departmental library, the slip will be returned to you with directions concerning the location of the book.

5. If you send for several books simultaneously, place on the call slips the number of the table at which you are working in the Reading-Room. The books will be sent to your table when obtained.

6. All books drawn for use in the Reading-Room must be returned to the Delivery Desk from which they were obtained before you leave the Library. Failure to return the book incurs a fine of 15 cents, if the book is left in the Library Reading-Room, and of 25 cents if the book is taken outside the Library.

#### B. HOW TO DRAW A BOOK FROM THE GENERAL LIBRARY FOR USE OUTSIDE THE READING-ROOM

1. Obtain and sign a library card at the Delivery Desk in W.31. This card must be presented whenever a book is drawn, returned, or renewed.

2. Make out a call slip as directed under A above.

3. Present the book with your library card to the attendant at the desk for charging. Note that the book may be kept for two weeks and may be *once* renewed for the same period.

#### C. RENEWAL OF BOOKS

An application for the renewal of a book should be made on or before the day on which it is due. A pink slip is provided for this purpose, and this or notice sent by mail is the only accepted evidence that a renewal has been made.

#### D. RETURN OF BOOKS

Return all books at the Delivery Desk in W.31.

You are responsible for all books charged to you until they are returned to the attendant at the desk and proper record of the return has been made. Take time to see that your record is clear before leaving the desk. Books not returned or renewed at the end of two weeks are subject to a fine of 3 cents a day until the book is returned.

#### E. BOOKS ON RESERVATION FOR UNIVERSITY COURSES

Books of this class may not be withdrawn from the Library Rooms except for use overnight. They must be used in the Reading-Rooms in which they are located and may not be taken to other rooms in the building.

Books for certain courses are shelved in the main Reading-Room and in the Departmental Reading-Rooms in E.31, W.41 and 42, and in W.51 and 52. Students have access to these books without charging them. They should be returned to the proper place on the shelves when the student leaves the room. Books for certain other courses are shelved at the Delivery Desks in E.31 and

W.31. These volumes must be signed for when taken from the desk and must be returned to the desk before the student leaves the Library.

The student is held responsible for a book so charged to him until it is returned to the attendant and record of return has been made. Failure to return to the desk a book charged for use in the room incurs a fine of 15 cents.

For overnight use reserved books may be drawn from the Library at or after 9:00 P.M. *after being properly charged* for use outside the Library. To draw a reserved book for overnight use fill out a *yellow* book slip fully, as provided on the slip, *taking special care to record the accession number correctly*.

Note that in most library books the accession number is found on the top of the page following the title-page. In books of the Traveling Library it is on the slip on the front cover of the book. In *private* copies it is on the book pocket.

Of books of which there are several copies, as many as are not needed for the use of evening readers may be drawn for overnight use at 5:00 P.M. No books of which there is but a single copy are given out before 9:00 P.M.

Reserved books drawn for overnight use are due within 10 minutes after the close of the first class-period on the morning following withdrawal, holidays and Sundays excepted. Failure to return the book within the specified time incurs a fine of 15 cents for the first hour, and 5 cents for each additional hour after the first, until the book is returned; 50 cents for each full day.

#### F. HOW TO DRAW BOOKS FROM DEPARTMENTAL LIBRARIES

1. In the Historical Reading-Room in Harper Memorial Library E.31, and in Haskell Divinity Library, books may be called for as in W.31.

2. In the Modern Language Library in Harper Memorial Library W.41 and 42, the books are reserved for use in the Library during the Library hours but may be drawn for use overnight as reserved books. They should be charged as reserved books on yellow slips by the attendant in W.40.

In the Philosophy Library in Harper Memorial Library W.51 and 53, books not on reservation may be drawn for two weeks and may be once renewed. Books on reservation may be drawn for use overnight, subject to the regulations for reserved books. The charge is made in W.40.

Fines for late return in all the above are the same as in the General Library.

3. In the Law School books may not be drawn from the Library for home use with the exception of textbooks, which may be drawn for overnight use at 9:45 P.M. They must be returned before 8:15 on the following morning. For the late return of a book the fine is 25 cents for the first hour and 10 cents for each additional hour after the first.

4. In the School of Education Library, books open to circulation may be drawn for one week and may be once renewed. The fine for failure to return is 3 cents a day. Books on reservation for courses may be loaned for overnight use at 5:00 P.M. The fine for late return is 5 cents an hour.

5. In other Departmental libraries, books are open to circulation only on the presentation of a card signed by an instructor of the Department. Books on reservation in libraries not open after 6:00 P.M. may be drawn after 5:00 P.M.



In libraries open until 10 o'clock they may be drawn at 9:00 P.M. Books not on reservation may be drawn for *overnight use only* after 5:00 P.M. For exceptions made in Departmental libraries to this general statement, see the regulations in the particular Library.

### III. SYSTEMS OF CLASSIFICATION AND LOCATION OF CLASSES

The books in the Harper Memorial Library are at present arranged according to four systems of classification.

1. The new classification, which it is hoped will ultimately cover all the book resources of the University Libraries, is a modification of the Library of Congress system. The notation consists of:

- a) One or two letters to indicate the class.
- b) A number to indicate the subdivision.
- c) A letter preceded by a point and followed by a number to indicate the author and the book.

E  
Example: 128  
.B223

The letter E represents American History, the number 128, general works on American History, the designation .B223 stands for Bancroft's *History of the United States*, New York, 1891-93.

Copies of the classification schedules may be consulted in rooms M.22, M.25, and W.31. So far as they are available in printed form they will be found also in the stacks at the beginning of each class.

The classes and their present location are as follows:

A. GENERAL WORKS—POLYGRAPHY			Location
Class			
AC	Collections. Series. Collected works . . . .		East Tower, Basement
AE	Encyclopedias . . . .	East Tower, Basement, Reading-Room and M. 21	
AG	General reference works (other than encyclopedias)		East Tower, Basement
AI	Indexes . . . . .	East Tower, Basement, W. 31, and Periodical Room	
AM	Museums . . . . .		East Tower, Basement
AN	Newspapers . . . . .	" " "	
<sup>1</sup> AP	Periodicals . . . . .	Periodical Room and Law School	
<sup>1</sup> AS	Societies. Academies . . . . .	East Tower, Basement	
<sup>1</sup> AY	Yearbooks. Almanacs . . . . .	" " "	
AZ	General history of knowledge and learning . . .	" " "	
cf. CB, GT.			

B. PHILOSOPHY—RELIGION			Location
Class			
	Philosophy . . . . .		West Tower, 51, 53
B	Collections. History. Systems . . . . .	" " "	

<sup>1</sup> General only, special by subject in classes, B-Z.

Class		Location
BC	Logic . . . . .	West Tower, 51, 53
BD	Metaphysics . . . . .	" " "
	Introductions to philosophy. Treatises	
	Epistemology. Theory of knowledge	
	Ontology	
	Cosmology. Teleology	
	Philosophy of religion	
BF	Psychology . . . . .	" " "
	1001-1891 Metapsychology, psychic research	
	Occult sciences	
BH	Aesthetics . . . . .	" " "
BJ	Ethics . . . . .	" " "
	Religion. Theology	
<sup>1</sup> BL	Religions. Mythology. Cults . . . . .	East Tower, Basement
	Theology	
<sup>1</sup> BM	General Works . . . . .	" " "
<sup>1</sup> BN	Historical. (Church history) . . . . .	East Tower, 21B
<sup>1</sup> BQ	Exegetical. (Bible, etc.) . . . . .	East Tower, Basement
<sup>1</sup> BS	Systematic. (Dogmatics. Apologetics) . . . . .	" " "
<sup>1</sup> BV	Practical. (Pastoral. Homiletics. Liturgics) . . . . .	" " "

## C. HISTORY—AUXILIARY SCIENCES

Class		Location
CA	Philosophy of history in D 16.7, D 16.8, D 16.9 . . . . .	East Tower, 21B
CB	History of civilization . . . . .	" " "
	cf. AZ, GT.	
	(N.B.—General works only. Special countries in DA-DU, E, F)	
CC	Antiquities. General . . . . .	" " "
CD	Archives. Diplomatics . . . . .	" " "
	cf. Paleography Z. 105-115	
	5001-5600 Sphragistics. Sigillography	
CE	Chronology . . . . .	" " "
CJ	Numismatics . . . . .	" " "
CR	Heraldry . . . . .	" " "
CS	Genealogy . . . . .	" " "
CT	Biography . Reading-Room, Cataloguing Department, M. 21,	East Tower, 21B

N.B.—Biography, collective and individual, illustrative of any subject provided for in B-Z is classified with that subject, as far as practicable.

<sup>1</sup> Not reclassified. Only provisional grouping as above, without subdivision. For the bulk of the books on Religion and Theology, cf. Decimal Classification, classes 200-299 in Central Basement of Harper Memorial Library and in Haskell Oriental Museum.



## D. HISTORY AND TOPOGRAPHY (EXCEPT AMERICA)

Class		Location		
D	General history . . . . .	East Tower, 21B		
DA	British history . . . . .	"	"	"
	20-690 England			
	700-749 Wales			
	750-890 Scotland			
	900-995 Ireland			
DB	Austria-Hungary . . . . .	"	"	"
DC	France . . . . .	"	"	21A
DD	Germany . . . . .	"	"	"
DE	Classical antiquity . . . . .	"	"	"
DF	Greece . . . . .	"	"	"
DG	Rome and Italy . . . . .	"	"	"
DH-DJ	Netherlands . . . . .	"	"	"
	DH 1-399 Belgium and Holland			
	DH 401-821 Belgium			
	DH 901-916 Luxemburg (grand duchy)			
	DJ Holland			
DK	Russia . . . . .	"	"	"
	1-400 Russia. General			
	401-438 Poland			
	451-470 Finland			
	751-999 Russia in Asia			
DL	Scandinavia . . . . .	"	"	"
	1- 81 Scandinavia. General			
	101-296 Denmark			
	301-398 Iceland			
	401-595 Norway			
	601-996 Sweden			
DP	Spain and Portugal . . . . .	"	"	"
	1-462 Spain			
	500-902 Portugal			
DQ	Switzerland . . . . .	"	"	"
DR	Turkey and the Balkan States . . . . .	"	"	"
DS	Asia . . . . .	"	"	"
DT	Africa . . . . .	"	"	"
DU	Australia and Oceania . . . . .	"	"	"

## E. AND F. AMERICA

Class		Location		
E	America (General) and United States (General) . . .	East Tower, 11B		
F	United States (Local) and America outside of U.S. . .	"	"	"

G. GEOGRAPHY—ANTHROPOLOGY			Location		
Class					
G	Geography, voyages, travel (General) . . . . .		East Tower, 11B		
GA	Mathematical and astronomical geography . . . . .		"	"	11A
	cf. QB, VK				
GB	Physical geography . . . . .		"	"	"
	cf. QE				
GC	Oceanology and oceanography . . . . .		"	"	"
GF	Anthropogeography . . . . .		"	"	"
	cf. H				
GN	Anthropology. Somatology. Ethnology. Ethnography (General). Prehistoric archeology . . .		"	"	"
	Books of local interest largely in DA-F.				
GR	Folklore . . . . .		"	"	"
	cf. B, P				
GT	Culture and civilization. Manners and customs . . .		"	"	"
	cf. AZ, CB				
GV	Sports and amusements. Games . . . . .		"	"	"

H. SOCIAL SCIENCES			Location		
Class					
H	Social sciences. General . . . . .		East Tower, 11A		
HA	Statistics . . . . .		"	"	"
ECONOMICS					
HB	Economic theory . . . . .		"	"	"
HC	Economic history. National production, economic situation (by countries) . . . . .		"	"	"
HD	Economic history. Organization and situation of agriculture and industries . . . . .		"	"	"
	101-2200 Land. Agriculture				
	2709-4730 Corporations				
	4801-8940 Labor				
	9000-9999 Industries				
HE	Transportation and communication. 1-2709 . . . .		"	"	"
HE	" " " 2709-9999				
			East Tower, Basement, Mezzanine		
HF	Commerce, including Tariff . . . . .	"	"	"	"
HG	Finance . . . . .	"	"	"	"
	201-1490 Money				
	1501-3540 Banking				
	8011-9970 Insurance				
HJ	Public finance . . . . .	"	"	"	"

SOCIOLOGY					
HM	Sociology. General and theoretical .		East Tower, Basement, Mezzanine		
HN	Social history. Social reform . . .	"	"	"	"
	Social groups				
HQ	Family, marriage, woman . . . . .	"	"	"	"

Class	Location
HS Associations. Secret societies, clubs, etc.	East Tower, Basement, Mezzanine
HT Communities. Urban. Rural . . . " " " "	
Not reclassified. Provisional grouping.	
Classes. Aristocracy. Third estate, bourgeoisie, peasantry	
Laboring classes, proletariat. Serfs	
cf. JC, 546-561	
Nations. Races	
cf. CB, GN	
HV Social pathology. Philanthropy. Charities and	
corrections . . . . .	East Tower, Basement, Mezzanine
HX Socialism. Communism. Anarchism " " " "	

## J. POLITICAL SCIENCE

Class	Location
J Documents . . . . .	East Tower, Basement, Mezzanine
1-9 Official gazettes	
General serial documents not classified	
by subject	
10-99 United States	
100-999 Other countries (300-999 in East Tower,	
Basement)	

JA General works . . . . .	East Tower, Basement
JC Theory of the State . . . . .	" " "

## CONSTITUTIONAL HISTORY, AND ADMINISTRATION

JF General . . . . .	East Tower, Basement
JK United States . . . . .	" " "
JL Other American States . . . . .	" " "
JN Europe . . . . .	" " "
JQ Asia, Africa, Australia, and Pacific Islands . . .	" " "
JS Local government . . . . .	" " "
JV Colonies and colonization. Emigration and im-	
migration . . . . .	" " "
JX International law . . . . .	" " "
6001-6953 Private international law	

## K. LAW

Class	Location
K . . . . .	Law School
Provisional arrangement only.	

## L. EDUCATION

Class	Location
L General Works. Official documents . . . . .	Central Basement, South
LA History of education . . . . .	" " "
LB Theory and practice of education. Educa-	
tional psychology. Teaching . . . . .	Central Basement, South

Class		Location		
LC	Special forms, relations and applications . . .	Central Basement, South		
LD	Universities and colleges U.S. . . . .	"	"	"
LE	Other American . . . . .	"	"	"
LF	Europe . . . . .	"	"	"
LG	Asia, Africa, Oceania . . . . .	"	"	"
LH	University, college and school magazines, etc.	"	"	"
LJ	College fraternities and their publications . .	"	"	"
LT	Textbooks . . . . .	"	"	"

N.B.—Only special collection of textbooks and textbooks covering divers subjects are classified here. Textbooks of particular subjects are as a rule classified with those subjects in B-Z.

## M. MUSIC

Class		Location		
M	Music . . . . .	Central Basement, South		
ML	Music literature . . . . .	"	"	"
MT	Theory . . . . .	"	"	"

## N. FINE ARTS

Class		Location		
N	General . . . . .	Central Basement, South		
NA	Architecture . . . . .	"	"	"
NB	Sculpture and related arts . . . . .	"	"	"
NC	Graphic arts in general. Drawing and design	"	"	"
ND	Painting . . . . .	"	"	"
NE	Engraving . . . . .	"	"	"
NF	Photography. (in art). <i>See</i> TR . . . . .	"	"	"
NK	Art applied to industry. Decoration and ornament . . . . .	"	"	"

## P. LANGUAGE AND LITERATURE

Class		Location		
P	Philology. Linguistics . . . . .	West Tower, Basement		
PA	Classical philology . . . . .	"	"	"
	1- 199 General . . . . .	"	"	"
	201- 891 Greek language . . . . .	"	"	"
	1001-1151 Mediaeval and modern . . . . .	"	"	"
	2001-2899 Latin language . . . . .	"	"	"

## MODERN EUROPEAN LANGUAGES

PB	General works . . . . .	West Tower, Basement		
	Celtic languages . . . . .	"	"	"
PC	Romance languages . . . . .	"	"	"
	Teutonic languages . . . . .	"	"	"
PD	General . . . . .	"	"	"
	Gothic . . . . .	"	"	"
	Scandinavian . . . . .	"	"	"
PE	English . . . . .	"	"	"

Class		Location
PF	Frisian . . . . .	West Tower, Basement
	Dutch . . . . .	" " "
	German . . . . .	" " "
PG	Slavic languages . . . . .	" " "
	Lithuanian . . . . .	" " "
	Lettish . . . . .	" " "
PH	Finnish . . . . .	" " "
	Hungarian . . . . .	" " "
	Albanian . . . . .	" " "
	Basque . . . . .	" " "

## ORIENTAL LANGUAGES

PJ	General works . . . . .	West Tower, Basement
	Hamitic . . . . .	" " "
	Semitic . . . . .	" " "
PK	Indo-Iranian . . . . .	" " "
	Armenian . . . . .	" " "
	Caucasian . . . . .	" " "
PL	Languages of Eastern Asia, Oceania, Africa . .	" " "
PM	Hyperborean languages . . . . .	" " "
	American languages . . . . .	" " "

## LITERARY HISTORY. LITERATURE

PN	General . . . . .	West Tower, Basement
PQ	Romanic . . . . .	" " "
PR	English . . . . .	" " "
PS	American . . . . .	" " "
PT	Germanic . . . . .	" " "
PV	Slavic . . . . .	" " "
PZ	Fiction . . . . .	" " "

Includes only fiction in English not wanted in classes PA-PV.

## Q. SCIENCE

Class		Location
Q	Science. General . . . . .	Central Basement, South
QA	Mathematics . . . . .	" " "
	801-999 Analytic mechanics . . . . .	" " "
QB	Astronomy . . . . .	" " "
	231-349 Geodesy . . . . .	" " "
QC	Physics . . . . .	" " "
	81-119 Weights and measures . . . . .	" " "
	801-999 Terrestrial magnetism and meteorology . . . . .	" " "
QD	Chemistry . . . . .	" " "
	901-999 Crystallography . . . . .	" " "



Class		Location		
QE	Geology . . . . .	Central Basement, South		
	cf. GB, GC			
	351-499 Mineralogy and petrology . . .	"	"	"
	701-999 Paleontology . . . . .	"	"	"
QH	Natural history . . . . .	"	"	"
	201-299 Microscopy . . . . .	"	"	"
	301-999 General biology . . . . .	"	"	"
QK	Botany . . . . .	"	"	"
QL	Zoölogy . . . . .	"	"	"
	801-999 General anatomy and embryology	"	"	"
QM	Human anatomy . . . . .	"	"	"
QP	Physiology . . . . .	"	"	"
QR	Bacteriology . . . . .	"	"	"

## R. MEDICINE

Class		Location		
R	Medicine. General . . . . .	Central Basement, South		
RA	State medicine. Documents. Public Health. Medical climatology. Hospitals. Juris- prudence . . . . .	"	"	"
RB	Pathology . . . . .	"	"	"
RC	Practice of medicine . . . . .	"	"	"
RD	Surgery . . . . .	"	"	"
RE	Ophthalmology . . . . .	"	"	"
RF	Otology. Rhinology. Laryngology . . . .	"	"	"
RG	Gynecology and obstetrics . . . . .	"	"	"
RJ	Pediatrics . . . . .	"	"	"
RK	Dentistry . . . . .	"	"	"
RL	Dermatology . . . . .	"	"	"
RM	Therapeutics . . . . .	"	"	"
RS	Pharmacy and materia medica . . . . .	"	"	"
RT	Nursing . . . . .	"	"	"
RV	Botanic, Thomsonian and eclectic medicine	"	"	"
RX	Homeopathy . . . . .	"	"	"
RZ	Miscellaneous schools and arts . . . . .	"	"	"

## S. AGRICULTURE—PLANT AND ANIMAL INDUSTRY

Class		Location		
S	General agriculture, soils, fertilizers, farm implements, etc. . . . .	Central Basement, South		
SB	General plant culture, including field crops. Horticulture. Landscape Gardening and parks. Pests and diseases . . . . .	"	"	"
SD	Forestry . . . . .	"	"	"
SF	Animal husbandry. Veterinary medicine . .	"	"	"
SH	Fish culture and fisheries. Angling . . . .	"	"	"
SK	Hunting. Game protection . . . . .	"	"	"

T. TECHNOLOGY			Location		
Class					
T	Technology. General . . . . .		Central	Basement,	South
ENGINEERING AND BUILDING GROUP					
TA	Engineering—General. Civil engineering . .		Central	Basement,	South
TC	Hydraulic engineering (harbors, rivers, canals)	"	"	"	"
TD	Sanitary and municipal engineering . . . . .	"	"	"	"
TE	Roads and pavements . . . . .	"	"	"	"
TF	Railroads . . . . .	"	"	"	"
TG	Bridges and roofs . . . . .	"	"	"	"
TH	Building construction . . . . .	"	"	"	"
	9111-9600. Fire prevention, Fire extinction	"	"	"	"
MECHANICAL GROUP					
TJ	Mechanical engineering . . . . .		Central	Basement,	South
TK	Electrical engineering and industries . . . .	"	"	"	"
TL	Motor vehicles. Cycles. Aeronautics . . .	"	"	"	"
CHEMICAL GROUP					
TN	Mineral industries . . . . .		Central	Basement,	South
TP	Chemical technology . . . . .	"	"	"	"
TR	Photography . . . . .	"	"	"	"
COMPOSITE GROUP					
TS	Manufactures . . . . .		Central	Basement,	South
TT	Trades . . . . .	"	"	"	"
TX	Domestic science . . . . .	"	"	"	"
U. MILITARY SCIENCE					
Class			Location		
U	Military science. General . . . . .		Central	Basement,	South
UA	Armies. Organization and distribution . . .	"	"	"	"
UB	Administration . . . . .	"	"	"	"
UC	Maintenance and transportation . . . . .	"	"	"	"
UD	Infantry . . . . .	"	"	"	"
UE	Cavalry . . . . .	"	"	"	"
UF	Artillery . . . . .	"	"	"	"
UG	Military engineering . . . . .	"	"	"	"
UH	Minor services . . . . .	"	"	"	"
V. NAVAL SCIENCE					
Class			Location		
V	Naval science. General . . . . .		Central	Basement,	South
VA	Navies. Organization and distribution . . .	"	"	"	"
VB	Administration . . . . .	"	"	"	"
VC	Maintenance . . . . .	"	"	"	"
VD	Seamen . . . . .	"	"	"	"
VE	Marines . . . . .	"	"	"	"
VF	Ordnance . . . . .	"	"	"	"
VG	Minor services . . . . .	"	"	"	"
VK	Navigation . . . . .	"	"	"	"
VM	Ship-building and marine engineering . . .	"	"	"	"

Z. BIBLIOGRAPHY AND LIBRARY SCIENCE		Location
Class		Reading-Room
		Cataloguing Department
		Acquisition Department
		Central Basement, South

2. The Decimal Classification in which classes and subdivisions are indicated by numbers 0-999, individual books as under the Library of Congress scheme. Following is a list of the classes:

	Location
000 General works, bibliography, cyclopedias, etc. . . . .	Central Basement, North
100 Philosophy, psychology, ethics . . . . .	West Tower, 51, 53
200 Religion, Bible, church history . . . . .	Central Basement, North
300 Sociology, economics, law, education . . . . .	" " "
400 Philology . . . . .	West Tower, Basement
500 Natural science . . . . .	Central Basement, North
600 Useful arts and industries . . . . .	" " "
700 Fine arts . . . . .	" " "
800 Literature . . . . .	West Tower, Basement
900 History, travel, biography . . . . .	Central Basement, North

3. The Modern Language Classification, in which classes are indicated by letters, subdivisions by numbers, and the individual books mainly as in the above schemes. The classes are:

	Location
E. English Library . . . . .	West Tower, Basement
G. German Library . . . . .	" " "
R. Romance Library . . . . .	" " "

4. Remnants of an old classification still remain in the libraries of the Historical Group and Philosophy. The books in these classes are being transferred as rapidly as possible to the new classification, and no detailed information in regard to the schemes need, therefore, be given. They are located as follows:

Philosophy . . . . .	W. 51, 53
Historical group . . . . .	
East Basement, Mezzanine, before Class HX of the new classification	
Statistics . . . . .	East Tower, 11A, after Class HA of the new classification

#### IV. UNCLASSIFIED COLLECTIONS

Of collections which are still uncatalogued and unclassified, or practically so, the following may be mentioned:

	Location
Statistics (mainly the Boeckh Collection)	
East Tower, 11A, and Central Basement, South	
Historical Group, largely French and German dissertations	
East Tower, 11A, Turret Room	
Religion and Theology . . . . .	Central Basement, South
College and University Catalogues . . . . .	" " "
College and University Presidents' Reports . . . . .	" " "
College and University miscellaneous publications	
(Series) . . . . .	" " "
U.S. Government publications, by departments . . . . .	" " "
Newspapers and periodicals . . . . .	" " "

	Location
Foreign exchanges . . . . .	Central Basement, South
Learned Society publications . . . . .	" " "
University extension library . . . . .	" " North
Howard Collection . . . . .	East Tower, Basement (Cubicle)
Lane Collection . . . . .	W.62

## V. CATALOGUES

### 1. SHELF-LIST AND CLASSED CATALOGUE

The shelf-list, the record of books according to their order on the shelves, is located in room M.22 and may there be consulted. It should be referred to especially for books recently received, as entries are usually recorded on the shelf-list from a week to three months before they reach the public catalogue in W.31. It covers as yet only books which have been included under the new classification. The classed catalogue, an elaboration of the shelf-list, is located in W.31. Here will be found also the old classed catalogue according to the Decimal Classification. The latter was discontinued in 1910 and therefore includes only books added to the General Library prior to that year. The above catalogues represent the books as they are supposed to stand on the shelves. That is, all books in a particular class here stand together, while in the alphabetic subject catalogue (see below) they may be scattered under a large number of different headings. The classed catalogues and shelf-list furnish as a rule a more reliable source of information in regard to the resources of the libraries than the shelves, as so many books are constantly in use and therefore not in their places.

### 2. DICTIONARY CATALOGUE

The main catalogue of the Libraries, located in room W.31, contains a record of books by authors, in part also by subject and title, in one alphabet, the following libraries and collections being so far included:

1. General Library.
2. Historical Group, except certain remnants not as yet recatalogued.
3. Modern Language Library, the temporary entries previously made by students and assistants having been merged with the general catalogue. Recent acquisitions are in part fully catalogued.
4. Physical Culture Library.
5. Geology and Geography Library, so far as recatalogued.
6. Philosophy Library, so far as recatalogued.

The order of entries in this catalogue follows the plan of a dictionary or encyclopedia, the only exceptions being:

- a) That works about authors follow the works written by them.
- b) That under countries, cities, societies, and institutions, the publications of which these bodies may be considered the author, e.g., the official documents issued by departments or bureaus of a state or municipal government, the reports, transactions or proceedings of a society or institution, come first, followed in turn by the works which may be written about them, Under countries and cities there may be also a third group, i.e., certain

titles or headings of which the name of the state or city forms the first word. Thus, we have under United States the following three alphabetic arrangements:

- (1) United States. Adjutant General's office.  
     United States. Bureau of Education.  
     United States. Department of Agriculture.  
     etc.
- (2) United States—Antiquities.  
     United States—Biography.  
     United States—History.  
     etc.
- (3) United States Agricultural Society.  
     United States as a world power.  
     United States catalogue.  
     United States Claims Commission.  
     United States Life Insurance Company.  
     etc.

c) Under certain subjects the grouping of titles in two or more alphabets may likewise be called for. Examples are, the Sciences and Arts; so also most subjects in Economics, Sociology, and Education. Under Botany, for instance, the following arrangement may hold when the bulk of the books in that science shall have been recatalogued and are represented under the subject:

- (1) Botany (for general and comprehensive treatises).
  - " —Addresses, essays, lectures.
  - " —Analysis blanks.
  - " —Anatomy.
  - " —Bibliography.
  - " —Biography.
  - " —Bio-bibliography.
  - " —Charts, diagrams, etc.
  - " —Classification.
  - " —Collected works (for collections of works by one or more authors dealing with Botany in general).
  - " —Collections (for works on general botanical collections, specimens, objects, etc.).
  - " —Congresses (for proceedings and publications of botanical congresses).
  - " —Dictionaries.
  - " —Directories.
  - " —Ecology.
  - " —Embryology.
  - " —Exhibitions.
  - " —Geographical distribution.
  - " —Handbooks, manuals, etc.
  - " —Juvenile and popular literature.



## Botany—Laboratory manuals.

- " —Nomenclators.
- " —Nomenclature.
- " —Organography.
- " —Pathology.
- " —Periodicals.
- " —Physiology.
- " —Pictorial works.
- " —Pre-Linnean works.
- " —Societies.
- " —Study and teaching.
- " —Terminology.
- " —Variation.
- " —Yearbooks.

## (2) Botany (local subdivisions) e.g.:

- " —Alabama.
- " —Delaware.
- " —France.
- " —France—Lille.
- " —France—Paris.
- " —Georgia.
- " —New York.
- " —New York—Tompkins County.
- " —United States.
- etc.

<sup>1</sup>(3) Botany, Economic.

- " Medical.

Arrangement may vary slightly with different headings. For instance, the local subdivisions may be arranged in one alphabet of countries, states, counties, cities, etc., or as above where counties, departments, and cities have been subordinated to the country or state in which they are located. In general, however, the arrangement will follow the plan indicated under Botany. The guide cards provided should show at a glance the arrangement decided upon under any particular heading. For more special information consult the List of Subject Headings on top of or near the catalogue case, for the heading wanted.

It should be particularly noted that in the Dictionary Catalogue works are entered under the specific subject or subjects of which they treat. For instance, under Botany will be found only general works on Botany. For related subjects, e.g., Botanists, Climbing plants, Color of flowers, Fertilization of plants, etc., also for divisions, classes, genera, and species of the vegetable kingdom, see their names in the general alphabet. A person, therefore, who wishes to see a list of the books which deal specifically with Mosses should look under the heading Mosses under the letter M, not under Botany, under the letter B.

<sup>1</sup> Under (3) will be found independent subjects which either begin with the same word as the main subject, or by inversion of headings are brought in near proximity to it.

### 3. CATALOGUE OF REFERENCE BOOKS

At the west end of the Reading-Room will be found a catalogue,

a) By authors and subjects in one alphabet.

b) By classes.

This catalogue includes entries for books so far definitely selected as reference books and placed in the Reading-Room, Cataloguing, and Acquisition departments. These books, whether in the main Reading-Room, in the Cataloguing Department, room M.21, or in the Acquisition Department, room W.21, are open for consultation by all users of the Libraries. They may not be withdrawn, except occasionally for overnight.

### 4. SERIAL AND PERIODICAL RECORD

The ideal method of recording periodicals and other serial publications would no doubt be to enter each number, part, or volume as received in the main catalogue in W.31. This is, however, quite impracticable. Instead, the card for each periodical, annual, or similar serial publication will ultimately bear a stamp which reads: "For additions see Serial Record." Anyone wishing, therefore, to see a full statement of what the Libraries possess of a given serial should refer to this catalogue kept in W.21.

The Periodical Record, located in the same room, records most of the periodicals received up to the time of their binding, after which they are entered on the above-mentioned Serial Record. It is hoped in time to carry over to the entries in the public catalogue in W.31 whatever has accumulated on the Serial Record under the title of any particular publication. This may be possible at intervals of from three to five years.

Series of monographs, e.g., "Johns Hopkins University Studies in Historical and Political Science," are not as a rule recorded on the Serial Record. A statement of their contents or what the Libraries possess of a given series will instead be kept up to date in the public catalogue in W.31.

### 5. OFFICIAL CATALOGUE

This catalogue is at present in two parts: (a) the Official Dictionary Catalogue in M.21, in part duplicating for the use of the staff the Main Dictionary Catalogue in W.31; and (b) the Order Catalogue in W.21. The latter as yet represents the nearest approach to a complete author catalogue of books in the General and Departmental Libraries. It contains information in regard to the price paid, if a book is purchased, or the source, if obtained through exchange or gift, also in most cases the department to which it has been assigned. It is now in process of rearrangement into one alphabet and when this has been completed it will be merged with the Official Dictionary Catalogue in M.21, thus reducing the number of places in which it is now necessary to look for information in regard to books in the various libraries.

### 6. DEPOSITORY CATALOGUE

This contains in alphabetic order of authors, a record of books in the Library of Congress at Washington, the John Crerar Library, Chicago, and in part the Harvard College Library at Cambridge, Mass. It is open for consultation by all users of the Libraries. It is located in M.21.

## 7. CATALOGUES OF DEPARTMENTAL LIBRARIES

The Departmental Libraries outside of the Harper Memorial Library building have in all cases author catalogues, more or less complete. In addition, some of them have also subject catalogues covering at least a part of their collections. The Departmental Libraries in the Harper Memorial Library building are similarly supplied.

It is planned to furnish each Departmental Library one copy of every printed card obtained for a work in that Library (analytical entries, i.e., entries for parts of works excepted), this card to be used as an author entry; to furnish also a second copy of such card for Departmental Libraries outside of the Harper Memorial Library, to be used as a shelf-list or classed catalogue entry. These catalogues will be installed gradually in connection with the recataloguing of the Libraries.

The Departmental catalogues will accordingly furnish merely a rough guide to works in a particular Library. For full data on the works of any given author in the University Libraries, or on the resources of the Libraries on any one subject, the catalogue in W.31, Harper Memorial Library, must be consulted.

## VI. INDEXES

Various general and special indexes are placed on tables near the main catalogue in W.31. Entries in these indexes are with few exceptions not to be found in the card catalogues and should therefore be considered as a supplement to the latter. Duplicates of the most important indexes will be found also in the Periodical Reading-Room. The International Catalogue of Scientific Literature has been distributed among the various libraries of the Biological and Physical departments. The cards of the *Concilium Bibliographicum* of Zürich are located in the Biology Library, except that the cards which deal with Physiology are kept in the Physiology Building, and those which deal with Anatomy in the Anatomy Building.

## VII. REFERENCE BOOKS

1. The main collection of reference books will be found in the general Reading-Room, beginning at the left of the west entrance with the class AE, General Encyclopedias.

NOTE.—Some of the most important of the foreign encyclopedias are shelved in M.21, Cataloguing Department.

After the encyclopedias follow in order the various classes from B to Z, except that after A are placed a number of dictionaries which would ordinarily stand in class P, Philology. In class Z (Bibliography) will be found a number of important subject catalogues, yearbooks, and indexes (particularly of U.S. government publications). Among these should be noted as of special importance for all students the following:

- (1) Subject Index of the modern works added to the British Museum in the years 1881-1910.

- (2) List of books forming the reference library in the Reading-Room of the British Museum.  
Vol. 1. Authors.  
Vol. 2. Index of subjects.
- (3) Sonnenschein's "The Best Books," 1910-
- (4) United States catalogue.

After Bibliography follow:

- a) Reserved books, which are kept on open shelves.
- b) New books, that is to say, certain recent acquisitions which are here exhibited for ten days.

#### REFERENCE BOOKS FOR DEBATERS

- 2. Among the Aids to Debaters accessible in the Reading-Room are the following:

Brookings and Ringwalt. Briefs for Debates on Current Political, Economic, and Social Topics. 1911.

Foster, W. T. Argumentations and Debating. 1908.

Matson, H. References for Literary Workers. 1911.

Nichols, E. R. Intercollegiate Debates. Yearbook of College Debating. 1912.

Pearson, P. M. Intercollegiate Debates. Briefs and Reports. 1909.

Ringwalt, R. C. Briefs on Public Questions. 1908.

Selected Articles on Direct Primaries. 1905.

"Debaters' Handbook" Series. 1909-11.

- 3. Special reference collections are located as follows:

E.31—Historical Group

W.41—Modern Language Group

W.51—Philosophy

M.21—Cataloguing Department, including foreign encyclopedias, national biographical dictionaries for Great Britain, Austria, Germany, Netherlands, etc.; catalogues of the British Museum, Bibliothèque Nationale, Peabody Institute Library, Boston Athenaeum, Astor Library, Advocates' Library of Edinburgh, London Library, etc. (compare also statement on Depository Catalogue); official yearbooks, etc.

Important national and subject bibliographies will be found, both in the Cataloguing Department and in the general Reading-Room (class Z).

W.21—Acquisition Department. Here are kept trade bibliographies, record of book prices, sales and auction catalogues, directories of publishers and book sellers.

The fact that a book is permanently located in the Reference collection is indicated on the catalogue cards immediately below the call number. The abbreviation RR stands for the general Reading-Room, CAT for the Cataloguing Department, ACQ for the Acquisition Department, Mod.Lang. for the Modern Language Library, Hist. for the History Library.



## VIII. RARE BOOK ROOM

Books which for any reason it seems advisable to withdraw from the reference collections or the general stacks are kept in room M.22. The location of these books is indicated by a note "Rare Book Room" after the call number.

## IX. PERIODICALS

## A. CURRENT NUMBERS

Six hundred and ten periodicals are on file in the Periodical Room at the south end of the Law Library, third floor. Of this number about one-fifth are kept here for two weeks only and are then sent to the departmental library to which they belong. The periodicals taken by the scientific libraries, Astronomy, Chemistry, Physics, Mathematics, Biology and Geology, are not filed in the general periodical room but in the departmental libraries.

## B. BOUND VOLUMES

Sets of the following periodicals are shelved on the walls of the Periodical Room:

Academy	Harper's Weekly
American Journal of Sociology	Independent
American Magazine	Journal of Political Economy
American Review of Reviews	Lippincotts
Annals of the American Academy of Political and Social Science	Literary Digest
Arena	Living Age
Athenaeum	McClure's Magazine
Atlantic	Nation
Blackwoods	Nineteenth Century
Bookman	North American Review
Century	Outing
Chautauquan	Outlook
Contemporary Review	Political Science Quarterly
Cosmopolitan	Popular Science Monthly
Critic	Quarterly Journal of Economics
Current Literature	Quarterly Review
Dial	Science
Edinburgh Review	Scientific American and Supplement
Everybody's Magazine	Scribner's
Fortnightly Review	Survey
Forum	Westminster Review
Harper's Magazine	World To-day
	World's Work

These are all indexed in "Poole," "Cumulative" or other indexes, available for consultation in W.31 or in the Periodical Reading-Room. Other periodicals of a general nature are shelved on the floor below the Periodical Room, the second floor of the Law Library. Periodicals which deal with special subjects are as a rule shelved in the stacks with their subjects.

## X. ATLASES AND MAPS

Certain atlases, geographical, historical, etc., are shelved in the main Reading-Room. Others are in the stacks of the various Departmental Libraries. The largest collection of topographical and geological maps will be found in the Geology and Geography Library, Walker Museum; statistical maps, in room E.41 Harper Library.



## XI. THESES

Doctors' theses of the University are printed. They are classified like other books under their subjects. Masters' theses are typewritten. They are in the new classification placed under the last number of the class to which they belong, e.g., Masters' theses on French history are marked DC999, on American politics JK9999, on American history F9999.

Doctors' theses are fully catalogued, usually being represented by printed cards under author and subject in the various catalogues. Masters' theses, on the other hand, are represented in the public catalogue in W.31 only by a typewritten card under the name of the author with brief entry under the subject. On the shelf-list in M.22 and in the official catalogue in M.21 they are also represented by manuscript or typewritten entries.

## XII. SPECIAL COLLECTIONS

Of collections presented to the University and at present located in the Harper Memorial Library the following deserve special mention:

The Ebenezer S. Lane collection of about 9,000 volumes, given by Mr. Ebenezer Lane and Miss Fannie G. Lane of Chicago, in memory of their father, by whom it was collected. It consists chiefly of books in the field of history, art, and literature, and is now in process of being catalogued and classified. Of the collection 3,000 volumes have by the terms of the gift been set aside to be used only by professors and advanced students, and not to be withdrawn from the building. They may be consulted in W.62.

Of the Emil G. Hirsch-Bernays collection somewhat over 1,000 volumes representing German literature of the period from Lessing to 1800 have been installed in room W.42, the Graduate Reading-Room of the Modern Language Group Library. The remainder of the collection is in the general stacks.

The Erskine M. Phelps collection of Napoleana consists of books, pictures, busts, decorations, medallions, etc. With the exception of the books (now in the Director's office, M.27) this collection has been provisionally installed in room E.32 of the East Tower. Persons desiring access to it should apply at the desk of the Graduate Reading-Room, E.31, or at M.25.

A collection of Japanese sword guards and sword furniture, the gift of Dr. F. W. Gunsaulus, has been placed in the Haskell Oriental Museum, 3d floor. It is accompanied by a descriptive catalogue and a number of books, the latter being shelved in the Director's office, M.27. For this collection and others of similar character a historical museum is greatly needed.

The Butler-Gunsaulus collection of manuscripts, consisting chiefly of letters of American statesmen, Washington, Lincoln, Jefferson, etc., is in the Manuscript Room, E.30. Pending the appointment of a curator of manuscripts and the installation of equipment for their proper care, it will be necessary to restrict somewhat the use of this and similar collections, which include also valuable letters presented by Mrs. Emma B. Hodge, the manuscripts of the Durrett collection, and similar material previously obtained for the Historical Museum, but not as yet available for consultation.

For a list of other manuscripts owned by the Libraries the reader should consult Goodspeed, *Catalogue of Manuscripts in the University of Chicago Libraries*.

The Durrett Collection, obtained in the spring of 1913, but not as yet catalogued or shelved, will strengthen the resources of the Libraries mainly in southern and early western history. It was brought together by Col. Reuben T. Durrett during the period from 1856 to the present year. It is unusually rich in manuscript material, important for the history of the South and the West. It contains the Gardoqui transcripts from the Spanish archives, the Haldimand transcripts from the Canadian archives, the McAfee papers, Shelby papers, journals of all the early Kentucky conventions, journals and letters of early western pioneers, and of leading men of the western states, e.g., Adair, Boone, Beatty; Butler's journal 1785-1786, John Bowman's letters, 1778-1780; letters of George R. Clarke; account of Celeron's expedition, 1749; Professor Dewees' (University of Pennsylvania) diary; papers of the Democratic Society of Lexington, Ky., 1794; depositions of Boone, Ballard, and Judge Sebastian and many others; journals or diaries of Floyd, Fleming, Gist, Gordon, Greenup, 1774-1825; Hart's papers; journals of Hind, Hickman, Hite, Henderson, Hamilton, Thomas Walker, and Croghan, 1750-1815; papers of Innes, Marshall, and Wilkinson, etc.

The collection of Kentuckiana is as nearly complete as such a collection can well be, containing in addition to the manuscript material mentioned above, the official publications of the state governments, journals of conventions, court reports, debates of different conventions, and the great majority of books written about Kentucky.

Next to Kentucky, Virginia is the state best represented, although there are many valuable books treating of the various other states of the South and West.

The maps and particularly the newspapers are of great importance. Of the newspapers a file of the *National Intelligencer* covering the early decades of the nineteenth century may be mentioned; so also Kentucky papers, particularly from 1798 to 1850, notably files of the *Lexington Gazette* and of the *Louisville Courier* for several years prior to the Civil War; there are in addition, partial files of other papers important for the history of the Ohio Valley and the Middle West. Many of the magazines published in the West prior to 1870 are represented by more or less complete files.

It is believed that when this collection has been properly installed and made accessible, the University of Chicago will offer to the students of American history as important a collection of source material for the period from 1776-1860 as any institution in the Middle West, with one exception.

### XIII. NUMBER OF BOOKS IN THE LIBRARIES AND SPACE FOR READERS

#### A. IN HARPER MEMORIAL LIBRARY

	Books	Readers
General Library . . . . .	100,747	400
Historical Group . . . . .	62,941	96
Modern Language Group . . . . .	43,766	48
Philosophy . . . . .	5,674	28
	<hr/> 213,728	<hr/> 572

## B. IN OTHER LIBRARIES

	Books	Readers
Astronomy (Yerkes Observatory) . . . . .	2,511	20
Biological Group . . . . .	22,115	24
Chemistry . . . . .	3,182	12
Classical Group . . . . .	33,153	44
Divinity School and Semitics . . . . .	30,257	56
Geology, Geography, and Paleontology . . . . .	9,900	38
Hitchcock . . . . .	1,522	10
Law School . . . . .	36,963	168
Mathematics and Astronomy . . . . .	7,738	12
Physics . . . . .	3,550	10
Psychology . . . . .	1,292	16
Public Speaking . . . . .	453	
School of Education . . . . .	29,035	203
	<hr/>	<hr/>
	181,671	633
	<hr/>	<hr/>
Total in all Libraries . . . . .	*394,790	1,205

\* These figures cover only books catalogued and on the shelves, each representing a separate bound volume. That is, ten volumes bound in one are counted as one, not as ten volumes.

## PART IV

### RULES AND REGULATIONS

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#### I. ORGANIZATION AND OFFICERS

1. The University Libraries are under the general charge of a Director, who is appointed by the Board of Trustees from the members of the University Faculties and who is, under the President, the chief executive officer of the Libraries.

2. The Associate Director is, under the President and Director, the chief executive officer in all the internal affairs of the Libraries, and acts for the Director in the absence of the latter.

3. Other Library officers are (a) The Library Advisers; (b) The Heads of the administrative departments of the Libraries, or Assistants in charge; (c) Librarians of the University Libraries, or Assistants in charge.

4. A Library Adviser is appointed for each department or group of departments, by the President on recommendation of the department or departments concerned. The Director appoints a Library Adviser for the General Library.

Heads of the administrative departments are nominated to the President by the Director; Officers of Departmental Libraries are nominated to the President by the concurrent action of the Director and the Library Adviser of the department or departments concerned. Other members of the staff are appointed by the Director, or by him nominated to the President.

5. The Libraries of the University include:

- a) The General Library;
- b) The Departmental Libraries;
- c) The House Libraries.

6. Departmental Libraries are formed under the following conditions:

- a) The Departmental Library contains books specially needed in connection with the work of investigation and instruction of a particular department, group of departments, school, or college of the University.
- b) The books are placed in a single room, or connecting rooms with a single common entrance.
- c) A common author catalogue and, when practicable, a subject catalogue is made. Books and cards are marked upon a uniform system.
- d) An Adviser for each library is appointed by the President in consultation with the departments concerned.
- e) The Library Adviser of a Departmental Library representing a school or group of departments is ex-officio a member of the Board of Libraries.

- f) No Departmental Library changes its location without the permission of the Board of Libraries.
- g) Departmental Libraries are subject to the general rules of the Libraries. Special rules adopted for any Departmental Library by the departments concerned are reported to the Board of Libraries through the Director for approval by the Board. In the intervals between the meetings of the Board of Libraries such rules may be authorized by the Director.

7. Departmental Libraries have been authorized and established for the following schools, groups, and departments:

- a) The Divinity School (Semitic Languages, Biblical and Patristic Greek, Church History, Systematic Theology, Practical Theology, Comparative Religion);
- b) The School of Education;
- c) The Law School;
- d) Philosophy;
- e) Psychology;
- f) The History and Social Science Group (Political Economy, Political Science, History, Sociology, Practical Sociology, Anthropology, Household Administration, Commerce and Administration);
- g) The Classical Group (Sanskrit and Comparative Philology, Greek, Latin, History of Art);
- h) The Modern Language Group (Romance, Germanic, English);
- i) Mathematics and Astronomy (at the University);
- j) Astronomy (at the Yerkes Observatory);
- k) Physics;
- l) Chemistry;
- m) Geology, Geography, and Paleontology;
- n) The Biological Group (Zoölogy, Anatomy, Physiology, Physiological Chemistry, Botany, Pathology, Bacteriology);
- o) Public Speaking.

8. The Administrative Departments of the Libraries are three:

- a) The Acquisition Department has charge of the acquisition of books and other publications for the Libraries of the University, whether by purchase, exchange, or gift; also of binding, and of the purchase of equipment and supplies.
- b) The Cataloguing Department catalogues and classifies the books and other publications possessed or acquired by the University Libraries.
- c) The Readers' Department is charged with the execution of all regulations relating to the use and circulation of books, and is responsible for the physical care of the books and other similar possessions of the Libraries.

## II. ACQUISITION OF BOOKS

9. Orders for the purchase of books are signed

- a) in the case of the Departmental Libraries by a member of each department appointed by the department or by the head of the department;
- b) in the case of the General Library by a person appointed by the Director.



10. Orders for books are in effect requisitions; they are approved by the Director of the Libraries, who in this matter acts as the deputy of the Committee on Expenditures of the Board of Trustees.

11. An order for a duplicate of a book already owned by the Libraries is returned to the person with whom it originated with information to this effect, and is taken up by the Director for approval only on information from the department that a duplicate is desired.

12. The Director refers to the Board of Libraries orders for duplicates of extensive collections of books, and other orders the filling of which is in his judgment of doubtful wisdom.

13. The Acquisition Department immediately notifies the proper departmental officer in case the funds on hand in the department are not sufficient to cover an order for books.

14. Books acquired by gift or exchange are assigned by the Director to the General Library or to a Departmental Library. Appeal may be made from his decision to the Board of Libraries.

15. Books are permanently or temporarily transferred from one library to another by mutual agreement of the representatives of the Libraries concerned. Permanent transfers are made through the Acquisition Department, and record of them preserved by that department, catalogue and classification records being changed by the Cataloguing Department.

16. The Acquisition Department keeps a list of libraries and other institutions to which the various official publications of the University, including dissertations, are regularly sent, and receives recommendations and instruction with reference to changes in this list.

17. The Acquisition Department keeps a record of all books and periodicals received by exchange and given in exchange, and co-operates with the Press in arranging for exchanges. All proposals for exchange of University publications for publications to be received by the Libraries are reported to the Acquisition Department before the arrangement is consummated.

### III. BINDING OF BOOKS

18. Binding orders for books in Departmental Libraries outside the General Library Building, including volumes of periodicals, are prepared by the Departmental Library concerned, and are submitted with the book to the Acquisition Department; other binding orders are prepared by the Acquisition Department. Suggestions for binding may originate with any officer of the Libraries or of the department concerned.

19. Binding orders are in effect requisitions and are, as in the case of book orders, subject to the approval of the Director.

## IV. USE OF THE LIBRARIES BY READERS

## CLASSES OF LIBRARIES WITH RESPECT TO USE

20. The General Library is a reference and circulating library.

21. The Departmental Libraries are reference and research libraries designed primarily for the use of the members of the Faculties and of students doing advanced work.

## THE USE OF BOOKS IN THE LIBRARIES

22. The Reading-Room of the General Library and that of the Library of the School of Education are open to

- a) All members of the University;
- b) Former members of the Faculties and former students of the University.

So far as the limits of space permit they are also open to

- c) Members of other educational institutions in the vicinity, and residents of Chicago engaged in serious study;
- d) Scholars visiting Chicago;
- e) Employees of the University.

23. The Departmental Libraries are open, as reference libraries, to members of the Faculties of the University, to Trustees and administrative officers, and to students pursuing advanced studies in any department. Other persons of the classes named in 22 make use of them if permitted by the regulations of a particular library, or in special cases are granted the privilege by the Director or, in respect to a given Library, by the Adviser of that Library.

24. Any person making use of the Libraries may be called upon to register his name, residence, and occupation.

25. Marking or mutilation of books or other publications is forbidden.

## THE CIRCULATION OF BOOKS: GENERAL RULES

26. No book, map, manuscript, periodical, pamphlet, print, or other article is taken from any Library, by any person, unless record of withdrawal is made at the time. Any person drawing a book from the Libraries or having it charged against him for use in the Library is responsible for it until it has been returned to the attendant and due record of such return has been made.

27. General encyclopedias, dictionaries, and such other books as the Libraries deem necessary to withdraw from outside circulation are used in the Library only.

28. Unbound numbers of periodicals are used in the Library only, but other numbers than the last may be drawn for overnight use. Exceptions to this rule are made by departmental rules subject to the approval of the Board of Libraries. Bound volumes and duplicate copies of periodicals are subject to the general rules for bound books.

## THE CIRCULATION OF BOOKS IN THE UNIVERSITY

29. Subject to the rules respecting circulation and the general regulations of the Libraries, members of the University (including Trustees, administrative

officers, members of the Faculties, and registered students) and employees of the University have the privilege of drawing books from the General Library and the Library of the School of Education for use outside of the Libraries. Books belonging to the Departmental Libraries are reserved for use in the Library, or circulate under the following rules (30-38).

30. No person not a member of the Board of Trustees or of the Faculties may withdraw from the Circulating Libraries more than three volumes at a time, nor may the total number drawn and not returned at any time exceed three. This limitation does not apply to books drawn on Faculty order. In exceptional cases a student engaged in research may be allowed to exceed this number at the discretion of the officer in charge.

31. In respect to circulation, books are of four classes:

- A. General encyclopedias, dictionaries, and various other books are reserved for use in the Library only.
- B. Certain other books, retaining their regular place on the open shelves or in the stacks, are reserved for use in the Library during Library hours, but are loaned for home use overnight.
- C. Books temporarily withdrawn from their regular place on the shelves and reserved for use in connection with particular courses of instruction are given out at the delivery desk for use in the Library during Library hours, but are loaned for home use overnight.
- D. Books not falling under any of the above classes are given out for home use at any hour.

The General Library has books of all four classes. Departmental Libraries assign their books to any one or more of the classes, as is deemed best.

32. Books of classes B, C, and D are drawn by students and other persons having like privileges, under the following rules:

- a) In the Library of the School of Education and in those Departmental Libraries not open after 6:00 P.M., books of classes B and C are given out at 5:00 P.M.
- b) In the General Library and in Departmental Libraries open in the evening (except the School of Education Library), books of classes B and C are given out at 9:00 P.M.: provided, however, that of books of which there are several copies all copies not required for evening use in the Library may be given out after 5:00 P.M., and that in Departmental Libraries having no books of class D, books of class B may be given out at 5:00 P.M.
- c) All books loaned for overnight use are returned the following morning within ten minutes of the close of the first lecture period, Sundays and holidays not being reckoned. In the Law School books must be returned before 8:15 A.M.
- d) Books of class D may be drawn for two weeks (from the School of Education Library for one week only), and may be renewed for the same period. But any book so drawn is subject to immediate recall if needed in the Library for purposes of research.

33. Books loaned by the General Library or the Library of the School of Education, except volumes drawn for overnight use, may be renewed by written

notice addressed to the Library from which the book is drawn. The receipt of such notice by the Library before the expiration of the time-limit is the only evidence which is accepted that application for renewal has been made.

34. Trustees of the University and members of the Faculties have the privilege of drawing from the General Library and from the Library of the School of Education books open to circulation and of retaining them till the end of the current quarter. Books so drawn may be once renewed at the end of the quarter for another quarter, if not required by others having the same privilege; but another application for the book has prior claim over that of the person who has held it for 30 days. Anyone desiring to use in the Library a book drawn out by an instructor notifies the officer in charge, who may then request the immediate return of the book to the Library. Near the end of each quarter each person drawing books under this rule receives a list of books charged to him, returns those drawn in a previous quarter, and either returns or renews those drawn in the current quarter. Books drawn after the sending of the notice are counted on the new quarter.

In this and the following rules, the Autumn Quarter is understood to include the vacations in September and December, and the Winter Quarter to include the vacation in March.

35. Fellows have the privilege of drawing from their Departmental Library books open to circulation and of retaining them till the end of the current quarter. A book needed by another applicant may be recalled by the officer in charge. Each Fellow receives near the end of the quarter a list of books charged to him and returns the books before the end of the quarter. No book so returned can be re-drawn by the same person till after three days. Books drawn after the quarterly notice are counted on the new quarter. Advanced students to whom are assigned special desks in the departmental reading-rooms may retain their books on their desks under like conditions.

36. The same privilege granted to Fellows in the drawing of books is extended to other resident students engaged in the preparation of theses or other research work of a similar advanced character at the option of the department concerned. A list of all students to whom this privilege is granted is kept where it may be at any time consulted by the Library attendants in the Departmental Library concerned.

37. A member of the Faculties may grant permission to draw books in his name from any Departmental Library whose rules do not forbid it, on the following conditions:

- a) Such permission must be in writing over the autograph signature of the person granting it.
- b) Such permission is only for the particular book and person named, and is not operative against the rules of a particular Library; and does not apply to books of class A (see Rule 31).
- c) The instructor granting such permission is personally liable in case the book is lost or injured.
- d) The time limit on such permission is two weeks unless otherwise stated



by the instructor, and in no case extends beyond the end of the quarter in which it is drawn unless drawn in the last ten days of a quarter.

- e) The authority to issue such permission does not belong to the Fellows.
- f) Renewals may be made at the end of the period named under the conditions named in the previous sections; other applicants have precedence over the person requesting renewal; and no book drawn under this rule may be retained beyond the end of the quarter in which it is drawn, or be re-drawn by the same person within 3 days.
- g) Any Departmental Library may in accordance with Rule 6 g) curtail the privileges herein stated or shorten the periods named, but may not lengthen them.

38. Books may be withdrawn from Departmental Libraries for permanent keeping in laboratories or museums only when they are duplicate copies of books retained in a Departmental Library. Such duplicates are removed to a laboratory or museum room only when a locked case is there provided for shelving them. They are under the supervision of the instructor who has charge of the room, or someone designated by him, who also keeps the keys to the case. They are inspected regularly by the Head of the Readers' Department and the Departmental Librarian or Library Adviser. Such books are not withdrawn except upon written permission of the instructor in charge. Access to them is not denied to other instructors in any department.

39. Keys to a library room are given out only on the written order of the Library Adviser of the Library concerned, or other designated representative of the department concerned. In every case a record is kept of the name and address of the person to whom a key is issued. Such keys may be recalled at any time. No person to whom a key has been given shall lend his key or admit others to the Library with it.

#### CIRCULATION OF BOOKS AMONG PERSONS NOT MEMBERS OF THE UNIVERSITY

40. On recommendation of a member of the University, and payment to the Cashier's Office of a library fee of \$2.50 a quarter (or, on recommendation of a Dean of the University endorsed by the Director of the Libraries, without fee), residents of Chicago, non-resident or visiting scholars, alumni, non-resident and former students of the University receive cards entitling the receiver to the privilege of drawing books from the General Library and the Library of the School of Education, subject to the rules applicable to students of the University. Persons holding such cards are further granted the privilege of using the Departmental Libraries (subject to the rules of those Libraries) by authority of the Director, or, in respect to a given Library, by the Adviser of that Library. Cards issued without fee expire at the end of the quarter, but are subject to renewal by the Director.

41. To scholars visiting Chicago complimentary cards, good for four weeks, are issued at the discretion of the Director.

42. The School of Education Library issues to teachers in the public schools of Chicago complimentary cards, giving the privilege of drawing books under the general rules of circulation.



43. The University Libraries loan books to other libraries so far as the demand of the University community makes this possible. Application must be made in writing addressed to the Director and signed by the Librarian, or other like officer, of the Library requesting the loan.

44. Persons not connected with the University occasionally desiring the privileges of drawing books from the Libraries may

- a) make application through a local library, said library assuming full liability for any loss resulting from any loan;
- b) apply through an officer of the University, said officer assuming full liability for any loss; or
- c) accompany the application with a deposit of twice the value of the book or books desired.

45. Books are loaned to other libraries and to persons not resident at the University on the following conditions:

- a) Such loans must be authorized by the department or Library concerned through the Adviser or some one appointed by him.
- b) Books so loaned may be retained for a period indicated by the Adviser, but not more than four weeks; except that students temporarily out of residence may with the written approval of the Adviser retain books so loaned three months. Renewals may be made at the discretion of the Adviser; but only in exceptional cases is a loan renewed more than once, and then only by the indorsement of the Director.
- c) The borrower pays all transportation charges.
- d) Books are forwarded from and returned to the Delivery Room of the General Library.

#### RETURN AND RECALL OF BOOKS

46. For reasons deemed sufficient by the Library Adviser of the Library to which the book belongs or by the Director, any book may be recalled at any time, and in such cases must be returned at once on receipt of notice.

47. The Library sends a notice in every case where a book is kept more than four days beyond the limit specified in these rules. At the request of the officer in charge, a notice is sent requiring immediate return of a book which it is deemed necessary to recall. These notices are issued for the General Library by the officer in charge of circulation; for the School of Education by its Librarian; for the Law School by its Librarian; for other Departmental Libraries by the Head of the Readers' Department. Extreme cases arising in any Library are reported to the Head of the Readers' Department for further action.

48. Any book, mutilated, lost, or not returned within a reasonable time after notice has been sent, is either replaced within thirty days by the person in whose name the book has been drawn, or said person pays into the hands of the Director twice the present value of the book, as estimated by the Director.

## V. LIBRARY HOURS AND PERIODS OF SERVICE

49. The following are the regulations respecting the period of service of the staff:

a) A week's work consists of forty to forty-two hours according to circumstances. Exceptions are made by special contract.

b) A member of the staff who has rendered forty-eight weeks of service is entitled to four weeks of vacation on full pay; but pages have two weeks of vacation, or its equivalent in half-day service, after fifty weeks' service.

c) After twenty-four weeks of service, vacation is credited *pro rata*. No vacation credit is given for less than twenty-four weeks' service, and vacation taken by a person leaving the service of the Libraries after less than twenty-four weeks is treated as absence without pay. Vacation is taken within the term of appointment.

d) Members of the staff serving half-time or more, namely, twenty or more hours a week, except those on student service or service scholarship, are entitled to vacation under this rule *pro rata*.

e) Persons serving on less than half-time, and persons on student service or service scholarship, are paid for actual service rendered, without vacation credit or payment for holidays on which no service is rendered.

f) Days on which the General Library is closed (see 50) are holidays for all members of the staff. On other University holidays and on the half-days in which Quarterly Convocations are held release from service without diminution of pay is given as far as in the judgment of the Director the interests of the service permit; but no extra compensation is given for service not exceeding full time.

g) The giving of a holiday on the Monday following a regular holiday when the latter falls on Sunday is subject to the general ruling of the University.

h) In the University vacations, at the end of December and March, half-holidays without diminution of pay are given at the discretion of the Director, but no extra compensation is given for service not exceeding full time.<sup>1</sup>

50. From October 1 to the end of the Summer Quarter the Libraries are open from 8 A.M. (or 15 minutes before the first regular lecture period) to 10 P.M., except on Sundays, December 25, and July 4. In the University vacations in September, December, and March the General Library is open from 9 A.M. to 6 P.M. On University holidays, except July 4 and December 25, the reading-room of the General Library is open from 9 A.M. to 6 P.M. for readers only, the circulation and other departments of the Library being closed; July 4 and December 25, all the Libraries are closed throughout the day. The departmental libraries are as a rule closed on the University holidays, on the half-days in which Quarterly Convocations are held, and in the vacations in September, December, and March. Readers wishing to use books belonging to departmental libraries at times when these are closed and the General Library open may by giving notice in advance have a reasonable number of such books transferred to the reading-room of the General Library for their use. Variations from the general schedule are made by the departments concerned in consultation with the Director.

<sup>1</sup> The service on holidays called for under this rule will not usually exceed two half-days a year for each member of the staff.

## VI. FINES AND PENALTIES

51. On books of class D (see Rule 31) a fine of 3 cents a day is charged on each volume not returned according to the terms of Rule 32 *d*). When a book has been retained beyond the prescribed time and a notice of the fact has been disregarded, a messenger is sent to secure the book and an additional fine of 25 cents is charged.

52. On books of class C fines are levied according to the following schedule: For the first hour or fraction thereof after the time appointed for return, 15 cents (but in the School of Education 5 cents); for each hour after the first, 5 cents; for each full day, 50 cents.

53. On books of class B and on books drawn under Rule 37 a fine of 15 cents per day or fraction thereof is charged. But on all books in the Law School, the fine is 25 cents for the first hour, and 15 cents for each subsequent hour or fraction thereof.

54. For the removal of a book from any Library without making full and proper record of withdrawal according to the blanks provided, or for the removal of a book not subject to loan outside the room, the fine is 25 cents for the first, and 50 cents for each subsequent, violation of the rule. For failure to return to the desk a book drawn and charged for use in the room, the fine is 15 cents.

55. Students refusing or neglecting to pay fines due

- a) do not receive credit for their courses until the fine is paid;
- b) do not receive honorable dismissal from the University;
- c) forfeit the privilege of using the Libraries until the fine is paid.

56. No violation of the regulations of the Libraries will be excused on the plea of ignorance.

57. Any person violating these regulations may at the discretion of the Director be excluded from the privilege of using any or all of the Libraries of the University for a period not exceeding four weeks. Such exclusion may be made permanent by a vote of the Board of Libraries with the approval of the President.

## VII. PUBLICATION AND AMENDMENT OF RULES

58. These rules are printed and a copy is sent to each member of the Faculty. A copy is placed in a conspicuous position in every Library of the University. Printed cards containing the rules in regard to the conditions under which books may be withdrawn from the Libraries are on distribution at the attendants' desks.

59. Each member of the library staff is provided with a copy of these rules and is held responsible for acquaintance with them and conformity to them.

60. These rules may be amended by the Board of Libraries, subject to the approval of the Board of Trustees in matters involving finances or general policy. All modifications of the rules are at once reported to the Board of Trustees. In the intervals between the meetings of the Board of Libraries the Director may order necessary temporary modifications of the rules.

## PART V

## ALPHABETICAL LIST OF STAFF WITH LOCATION

Abbott, Ruth . . . . .	Emmons Blaine Hall—Room 200
Ashmore, Edith . . . . .	Harper Memorial Library—Room M.21
Barrett, Storrs Barrows . . . . .	Yerkes Observatory, Williams Bay, Wis.
Burton, Ernest DeWitt . . . . .	Harper Memorial Library—Room M.27
Dickinson, Emma Louise . . . . .	Biological Library
Dickinson, Julia Louise . . . . .	Harper Memorial Library—Room W.21
Gettys, Cora Margaret . . . . .	" " " " M.30
Geyso, Flora Helen von . . . . .	" " " " W.21
Giffin, Beulah Emma . . . . .	" " " " M.21
Hanson, James Christian Meinich . . . . .	" " " " M.25
Hardinge, Margaret Anne . . . . .	" " " " W.21
Harris, Rachel Agnes . . . . .	" " " " W.21
Hogan, Percy Anderson . . . . .	Law School—Reading-Room
Hoyt, Mary Louise . . . . .	Harper Memorial Library—Room M.21
Hygen, Dorteia Helene . . . . .	" " " " M.21
Jacobsen, Karl Theodor . . . . .	" " " " M.22
Lagergren, Anna Constance . . . . .	" " " " W.21
Lamb, Eliza . . . . .	" " " " M.21
Lauren, Anna Emilia . . . . .	" " " " M.21
Lawrence, Edith Clare . . . . .	" " " " M.21
Lawrence, Harriet Winifred . . . . .	" " " " M.21
Little, Clara Louise . . . . .	Cobb Hall—Classical Library
MacGregor, Margaret . . . . .	Harper Memorial Library—Room M.21
Manchester, Earl Northup . . . . .	" " " " M.24
Mills, Sarah Ellen . . . . .	Law School—Periodical Room
Mitchell, Sarah Louise . . . . .	Emmons Blaine Hall—Room 117
Morgan, Ruth Edna . . . . .	Harper Memorial Library—Room M.21
Nachman, Selma . . . . .	" " " " M.21
Nichols, Floy Evelyn . . . . .	" " " " M.23
Noé, Adolf Carl von . . . . .	" " " " M.22
O'Brien, Myra Belle . . . . .	" " " " E.31
Park, Marie . . . . .	" " " " W.20
Patterson, Sarah Luella . . . . .	" " " " W.21
Perrine, Cora Belle . . . . .	" " " " W.21
Perry, Claire Minne . . . . .	" " " " M.21
Potter, Alice Elizabeth . . . . .	" " " " M.21
Price, Miles Oscar . . . . .	" " " "
Robertson, Josephine Chester . . . . .	" " " " M.21
Roe, Clara Strong . . . . .	" " " " W.31
Runyan, Walter Leroy . . . . .	Haskell Oriental Museum—Room 34

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Satterthwait, Ella.....	Harper Memorial Library—Room M.21
Schenk, Frederick William.....	Law School Building—Room K
Shedd, Mrs. Jessie Thomas.....	Harper Memorial Library—Room M.23
Taggart, Helen Elizabeth.....	“ “ “ “ M.24
Teisberg, Halvor O.....	“ “ “ “
Thompson, Helen Bowman.....	“ “ “ “ W.20
Titsworth, Helen Anna.....	“ “ “ “ M.22
Torrey, Clarence Almon.....	“ “ “ “ M.24
Tyler, Alice Nichols.....	“ “ “ “ M.22
Warren, Irene.....	Emmons Blaine Hall—Room 201
Winne, Winifred Kimball.....	Walker Museum, 2d floor
Wood, Alice Amelia.....	Harper Memorial Library—Room M.21

This list does not include student assistants, apprentices, or pages.



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